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**CALDWELL PARISH ASSESSOR**  
**Columbia, Louisiana**

**General Purpose Financial Statements**  
**As of and for the Two Years Ended**  
**December 31, 2000**

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 05/30/01

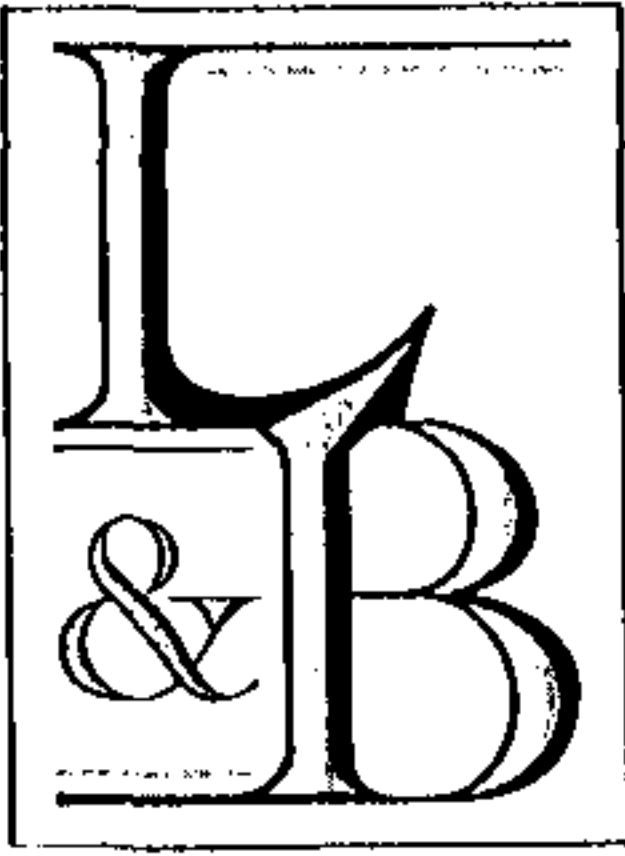
**LITTLE & BANKS LLC**  
**CERTIFIED PUBLIC ACCOUNTANTS**

CALDWELL PARISH ASSESSOR  
Columbia, Louisiana

General Purpose Financial Statements  
As of and for the Two Years Ended  
December 31, 2000

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**LITTLE & BANKS LLC**  
**CERTIFIED PUBLIC ACCOUNTANTS**

Wm. TODD LITTLE, CPA  
KERRY J. BANKS, CPA  
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VERNON R. COON, CPA

**Independent Auditor's Report**

HONORABLE BONITA P. BROOKS, CLA  
CALDWELL PARISH ASSESSOR  
Columbia, Louisiana

We have audited the general purpose financial statements of the Caldwell Parish Assessor, a component unit of the Caldwell Parish Police Jury, as of December 31, 2000, and for the two years then ended, as listed in the table of contents. These general purpose financial statements are the responsibility of the Caldwell Parish Assessor's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Caldwell Parish Assessor as of December 31, 2000, and the results of operations for the two years then ended in conformity with generally accepted accounting principles.

HONORABLE BONITA P. BROOKS, CLA  
CALDWELL PARISH ASSESSOR  
Columbia, Louisiana  
Independent Auditor's Report,  
December 31, 2000

In accordance with *Government Auditing Standards*, we have also issued a report dated May 4, 2001, on the Caldwell Parish Assessor's compliance with laws, regulations, and contracts, and our consideration of the agency's internal control over financial reporting. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

*Little & Barkley LLC*

West Monroe, Louisiana  
May 4, 2001

**GENERAL PURPOSE FINANCIAL STATEMENTS  
(OVERVIEW)**

## Statement A

CALDWELL PARISH ASSESSOR  
Columbia, Louisiana  
ALL FUND TYPES AND ACCOUNT GROUPS

Balance Sheet, December 31, 2000

	GOVERNMENTAL FUND TYPE - GENERAL FUND	ACCOUNT GROUP - GENERAL FIXED ASSETS	TOTAL (MEMORANDUM ONLY)
<b>ASSETS</b>			
Cash	\$5,187		\$5,187
Receivables	177,284		177,284
Office furnishings and equipment		\$40,863	40,863
<b>TOTAL ASSETS</b>	<b>\$182,471</b>	<b>\$40,863</b>	<b>\$223,334</b>
<b>LIABILITIES AND FUND EQUITY</b>			
Liabilities:			
Bank note payable	\$50,000		\$50,000
Interest payable	1,099		1,099
Accounts payable	6,897		6,897
Payroll withholdings payable	3,859		3,859
Total liabilities	61,855	NONE	61,855
Fund Equity:			
Investment in general fixed assets		\$40,863	40,863
Fund balance - unreserved - undesignated	120,616		120,616
Total Fund Equity	120,616	40,863	161,479
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<b>\$182,471</b>	<b>\$40,863</b>	<b>\$223,334</b>

The accompanying notes are an integral part of this statement.

CALDWELL PARISH ASSESSOR  
Columbia, Louisiana  
GOVERNMENTAL FUND TYPE - GENERAL FUND

Statement of Revenues, Expenditures, and  
Changes in Fund Balance -  
Budget (GAAP Basis) and Actual  
For the Year Ended December 31, 2000

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>
<b>REVENUES</b>			
Taxes - ad valorem	\$154,000	\$165,228	\$11,228
Intergovernmental revenues- state grant - state revenue sharing (net)	21,500	22,888	1,388
Fees, charges, and commissions for services	3,950	6,966	3,016
Use of money and property - interest earnings	800	850	50
Total revenues	<u>180,250</u>	<u>195,932</u>	<u>15,682</u>
<b>EXPENDITURES</b>			
General government - taxation:			
Personal services and related benefits	156,000	153,883	2,117
Operating services	32,000	36,830	(4,830)
Materials and supplies	3,160	2,468	692
Travel and other charges	13,000	10,824	2,176
Debt service		1,099	(1,099)
Total expenditures	<u>204,160</u>	<u>205,104</u>	<u>(944)</u>
<b>EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES</b>	(23,910)	(9,172)	14,738
<b>FUND BALANCE AT BEGINNING OF YEAR</b>	<u>129,788</u>	<u>129,788</u>	
<b>FUND BALANCE AT END OF YEAR</b>	<u>\$105,878</u>	<u>\$120,616</u>	<u>\$14,738</u>

The accompanying notes are an integral part of this statement.

CALDWELL PARISH ASSESSOR  
Columbia, Louisiana  
GOVERNMENTAL FUND TYPE - GENERAL FUND

Statement of Revenues, Expenditures, and  
Changes in Fund Balance -  
Budget (GAAP Basis) and Actual  
For the Year Ended December 31, 1999

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>
<b>REVENUES</b>			
Taxes - ad valorem	\$154,000	\$157,099	\$3,099
Intergovernmental revenues- state grant - state revenue sharing (net)	21,500	22,982	1,482
Fees, charges, and commissions for services	3,600	6,518	2,918
Use of money and property - interest earnings	1,000	963	(37)
Total revenues	<u>180,100</u>	<u>187,562</u>	<u>7,462</u>
<b>EXPENDITURES</b>			
General government - taxation:			
Personal services and related benefits	154,500	154,515	(15)
Operating services	35,000	35,200	(200)
Materials and supplies	5,000	4,984	16
Travel and other charges	11,700	11,698	2
Debt service	600	620	(20)
Capital outlay	2,300	2,250	50
Total expenditures	<u>209,100</u>	<u>209,267</u>	<u>(167)</u>
<b>EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES</b>	(29,000)	(21,705)	7,295
<b>FUND BALANCE AT BEGINNING OF YEAR</b>	<u>143,501</u>	<u>151,493</u>	<u>7,992</u>
<b>FUND BALANCE AT END OF YEAR</b>	<u><u>\$114,501</u></u>	<u><u>\$129,788</u></u>	<u><u>\$15,287</u></u>

The accompanying notes are an integral part of this statement.



**CALDWELL PARISH ASSESSOR**  
Columbia, Louisiana

Notes to the Financial Statements  
As of and For the Year Ended December 31, 2000

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

As provided by Article VII, Section 24 of the Louisiana Constitution of 1974, the assessor is elected by the voters of the parish and serves a term of four years, beginning January 1 following the year in which elected. The assessor assesses all real and movable property in the parish, subject to ad valorem taxation, prepares tax rolls, and submits the rolls to the Louisiana Tax Commission and other governmental bodies as prescribed by law. The assessor is authorized to appoint as many deputies as necessary for the efficient operation of her office and to provide assistance to the taxpayers of the parish. The deputies are authorized to perform all functions of the office, but the assessor is officially and pecuniarily responsible for the actions of the deputies.

At December 31, 2000, there are 5,367 real, movable, and public service assessment listings totaling \$33,688,291. This represents an increase of 383 assessment listings. The total assessed valuation increased by \$1,181,261.

**A. REPORTING ENTITY**

As the governing authority of the parish, for reporting purposes, the Caldwell Parish Police Jury is the financial reporting entity for Caldwell Parish. The financial reporting entity consists of (a) the primary government (police jury), (b) organizations for which the primary government is financially accountable, and (c) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Governmental Accounting Standards Board (GASB) Statement No. 14 establishes criteria for determining which component units should be considered part of the Caldwell Parish Police Jury for financial reporting purposes. The basic criteria for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. This criteria includes:

1. Appointing a voting majority of an organization's governing body,  
and;
  - a. The ability of the police jury to impose its will on  
that organization and/or;

## CALDWELL PARISH ASSESSOR

Columbia, Louisiana

### Notes to the Financial Statements (Continued)

- b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the police jury.
2. Organizations for which the police jury does not appoint a voting majority but are fiscally dependent on the police jury.
3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Because the police jury maintains and operates the parish courthouse in which the assessor's office is located, the assessor was determined to be a component unit of the Caldwell Parish Police Jury, the financial reporting entity. The accompanying financial statements present information only on the funds maintained by the assessor and do not present information on the police jury, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

## **B. FUND ACCOUNTING**

The assessor uses funds and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts that comprises its assets, liabilities, fund equity, revenues, and expenditures. An account group, on the other hand, is a financial reporting device designed to provide accountability for certain assets and liabilities (general fixed assets and general long-term debt) that are not recorded in the "funds" because they do not directly affect net expendable available financial resources. They are concerned only with the measurement of financial position, not with the measurement of results of operations.

Funds are classified into three categories; governmental, proprietary, and fiduciary. Each category, in turn, is divided into separate "fund types". Governmental funds are used to account for a government's general activities, where the focus of attention is on the providing of services to the public as opposed to proprietary funds where the focus of attention is on recovering the cost of providing services to the public or other agencies

CALDWELL PARISH ASSESSOR

Columbia, Louisiana

Notes to the Financial Statements (Continued)

through service charges or user fees. Fiduciary funds are used to account for assets held for others. The assessor's current operations require only the use of governmental funds (General Fund). Ad valorem tax revenue authorized by Act 17 of 1990 is accounted for in this fund. General operating expenditures are paid from this fund.

**C. GENERAL FIXED ASSETS AND  
LONG-TERM DEBT**

Fixed assets used in governmental fund type operations (general fixed assets) are accounted for in the general fixed assets account group, rather than in the General Fund. Fixed assets provided by the police jury are not recorded in the general fixed assets account group. Approximately 96 per cent of fixed assets are valued at actual historical costs based on the actual costs of like items while the remaining 4 per cent are based on estimated historical costs. No depreciation has been provided on general fixed assets. The assessor has no long-term debt at December 31, 2000.

**D. BASIS OF ACCOUNTING**

The financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements for these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

The modified accrual basis of accounting is used for reporting all governmental fund types. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they are both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The assessor uses the following practices in recognizing and reporting revenues and expenditures:

**Revenues**

Ad valorem taxes and the related state revenue sharing are recorded in the year the taxes are due and payable. Ad valorem taxes are assessed on a calendar year basis, attach as an enforceable lien, and become due and



CALDWELL PARISH ASSESSOR  
Columbia, Louisiana  
Notes to the Financial Statements (Continued)

payable on the date the tax rolls are filed with the recorder of mortgages. Louisiana Revised Statute 47:1993 requires that the tax roll be filed on or before November 15 of each year. Ad valorem taxes become delinquent if not paid by December 31. The taxes are normally collected in December of the current year and January and February of the ensuing year.

Fees for preparing tax rolls are recorded in the year prepared.

Interest income on demand deposits is recorded monthly when the interest is earned and credited to the account.

Based on the above criteria, ad valorem taxes, state revenue sharing, and fees for preparing tax rolls have been treated as susceptible to accrual.

#### **Expenditures**

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

#### **E. BUDGET PRACTICES**

The proposed budget for the General Fund, prepared on the modified accrual basis of accounting, is made available for public inspection at least fifteen days prior to the beginning of each fiscal year. The budget is then legally adopted by the assessor and amended during the year, as necessary. The budget is established and controlled by the assessor at the object level of expenditure. Appropriations lapse at year-end and must be reappropriated for the following year to be expended. All changes in the budget must be approved by the assessor.

Formal budgetary integration is employed as a management control device during the year. Budgeted amounts included in the accompanying financial statement include the original adopted budget amounts and all subsequent amendments.

#### **F. CASH**

Under state law, the assessor may deposit funds within a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the union, or the laws of the United States. The assessor may invest in certificates and time deposits

**CALDWELL PARISH ASSESSOR**

Columbia, Louisiana

**Notes to the Financial Statements (Continued)**

of state banks organized under Louisiana law and national banks having principal offices in Louisiana.

At December 31, 2000, the assessor has cash totaling \$5,187.

These deposits are stated at cost, which approximates market. Under state law, these deposits, or the resulting bank balances, must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. Deposit balances (bank balances) at December 31, 2000, total \$6,019, and are fully secured by federal deposit insurance.

**G. VACATION AND SICK LEAVE**

Employees of the assessor's office earn 10 days of vacation leave each year, which is non-cumulative. Sick leave is granted as needed by the assessor. At December 31, 2000, there are no accumulated and vested benefits relating to vacation and sick leave that require accrual or disclosure.

The cost of leave privileges, computed in accordance with GASB Codification Section C60, is recognized as a current-year expenditure in the General Fund when leave is actually taken.

**II. RISK MANAGEMENT**

The assessor is exposed to various risk of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions. To handle such risk of loss, the assessor maintains commercial insurance policies covering her automobile, and surety bond coverage. No claims were paid on any of the policies during the past three years which exceeded the policies' coverage amounts. There were no significant reductions in insurance coverage during the year ended December 31, 2000.

**I. TOTAL COLUMN ON THE  
BALANCE SHEET**

The total column on the balance sheet is captioned Memorandum Only to indicate that it is presented only to facilitate financial analysis (overview). Data in this column does not present financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation.

CALDWELL PARISH ASSESSOR  
Columbia, Louisiana  
Notes to the Financial Statements (Continued)

**2. PRINCIPAL TAXPAYERS**

The following are the principal taxpayers for the parish and their 2000 assessed valuation:

	2000 Assessed <u>Valuation</u>	% of Total Assessed <u>Valuation</u>
Texas Gas Transmission Corp.	\$2,418,880	7.18 %
Entergy Louisiana, Inc	1,649,130	4.90 %
Plum Creek Timber Company, LP	1,624,260	4.82 %
Bellsouth Telecommunications	1,096,520	3.25 %
Homeland Federal Savings Bank	884,680	2.63 %
Sustainable Forests, LLC	806,010	2.39 %
Caldwell Bank & Trust Company	608,900	1.81 %
Noc Corp LLC	481,210	1.43 %
Ward Chevrolet-Oldsmobile, Inc	495,680	1.47 %
Citizens Progressive Bank	468,720	1.39 %
Total	<u>\$10,533,990</u>	<u>31.27 %</u>

**3. RECEIVABLES**

The General Fund receivables of \$177,284 at December 31, 2000, are as follows:

Taxes - ad valorem	\$155,075
Intergovernmental revenues- state revenue sharing (net)	17,240
Other	<u>4,969</u>
Total	<u>\$177,284</u>

**4. CHANGES IN GENERAL FIXED ASSETS**

A summary of changes in offices furnishings and equipment follows:

Balance at January 1, 1999	\$38,613
Additions	2,250
Deductions	<u>NONE</u>
Balance at January 1, 2000	40,863
Additions	NONE
Deductions	<u>NONE</u>
Balance at December 31, 2000	<u>\$40,863</u>

## CALDWELL PARISH ASSESSOR

Columbia, Louisiana

### Notes to the Financial Statements (Continued)

#### 5. PENSION PLAN

Substantially all employees of the Caldwell Parish Assessor's office are members of the Louisiana Assessor's Retirement System (system), a multiple-employer (cost-sharing), public employee retirement system (PERS), controlled and administered by a separate board of trustees.

All full-time employees who are under the age of 60 at the time of original employment and are not drawing retirement benefits from any other public retirement system in Louisiana are required to participate in the system. Employees who retire at or after age 55 with at least 12 years of credited service or at or after age 50 with at least 30 years of credited service are entitled to a retirement benefit, payable monthly for life, equal to 3 per cent of their final-average salary for each year of credited service rendered on or before June 30, 1999, and 3.33 per cent of their final-average salary for each year of credited service rendered on or after July 1, 1999, not to exceed 100 per cent of their final-average salary. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least 12 years of service and do not withdraw their employee contributions may retire at or after age 55 and receive the benefit accrued to their date of termination. The system also provides death and disability benefits. Benefits are established by state statute.

The System issues an annual publicly available report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana Assessors' Retirement System, 3060 Valley Creek Road, Baton Rouge, Louisiana 70898, or by calling (225) 928-8886.

Plan members are required by state statute to contribute 7.00 per cent of their annual covered salary and the Caldwell Parish Assessor is required to contribute at an actuarially determined rate. The current rate is 5.75 per cent of annual covered payroll. Contributions to the system include one-fourth of one per cent (one per cent for Orleans Parish) of the taxes shown to be collectible by the tax rolls of each parish, plus revenue sharing funds appropriated by the legislature. The contribution requirements of plan members and the Caldwell Parish Assessor are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The Caldwell Parish Assessor's contributions to the system for the years ending December 31, 2000, 1999, and 1998, were \$7,670, \$7,566, and \$6,614, respectively, equal to the required contributions for each year.



CALDWELL PARISH ASSESSOR  
Columbia, Louisiana  
Notes to the Financial Statements (Continued)

**6. LITIGATION AND CLAIMS**

At December 31, 2000, the Caldwell Parish Assessor is not involved in any litigation nor is she aware of any unasserted claims.

**7. EXPENDITURES OF THE ASSESSOR'S  
OFFICE PAID BY THE POLICE JURY**

The Caldwell Parish Assessor's office is located in the parish courthouse. The cost of maintaining and operating the courthouse, as required by Louisiana Revised Statute 33:4713, is paid by the Caldwell Parish Police Jury.



**Independent Auditor's Report on  
Compliance with Laws and Regulations  
and Internal Control**

The following independent auditor's report on compliance with laws and regulations and internal control is presented in compliance with the requirements of *Government Auditing Standards*, issued by the Comptroller General of the United States, and the *Louisiana Governmental Audit Guide*, issued by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor.



**LITTLE & BANKS LLC**  
CERTIFIED PUBLIC ACCOUNTANTS

Wm. TODD LITTLE, CPA  
KERRY J. BANKS, CPA  
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VERNON R. COON, CPA

**Independent Auditor's Report on Compliance and  
Internal Control Over Financial Reporting**

**CALDWELL PARISH ASSESSOR**  
Columbia, Louisiana

We have audited the general purpose financial statements of the Caldwell Parish Assessor as of and for the two years ended December 31, 2000, and have issued our report thereon dated May 4, 2001. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

**Compliance**

As part of obtaining reasonable assurance about whether the Caldwell Parish Assessor's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, and contracts, noncompliance with which could have a direct and material effect on the determination of financial amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

**Internal Control Over Financial Reporting**

In planning and performing our audit, we considered the Caldwell Parish Assessor's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

CALDWELL PARISH ASSESSOR

Columbia, Louisiana

Independent Auditor's Report on Compliance

And Internal Control Over Financial Reporting, etc.

December 31, 2000

This report is intended solely for the information and use of the Caldwell Parish Assessor and management of the assessor's office and is not intended to be and should not be used by anyone other than these specified parties.

*Little & Bessy LLC*

West Monroe, Louisiana

May 4, 2001

**CALDWELL PARISH ASSESSOR**  
Columbia, Louisiana

**Schedule of Findings and Questioned Costs**  
**For the Two Years Ended December 31, 2000**

**A. SUMMARY OF AUDIT RESULTS**

1. The auditor's report expresses an unqualified opinion on the general purpose financial statements of Caldwell Parish Assessor.
2. No instances of noncompliance material to the financial statements of Caldwell Parish Assessor were disclosed during the audit.
3. No reportable conditions relating to the audit of the financial statements are reported in the Independent Auditor's Report on Internal Control.

**B. FINDINGS - FINANCIAL STATEMENTS AUDIT**

None

**CALDWELL PARISH ASSESSOR  
Columbia, Louisiana**

**Summary Schedule of Prior Audit Findings  
For the Two Years Ended December 31, 2000**

There were no audit findings reported in the audit for the year ended December 31, 1998.